

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Human Resources	(2) MEETING DATE 2/7/2012	(3) CONTACT/PHONE Tami Douglas-Schatz 781-5959	
(4) SUBJECT Resolution approving the new classification of Geographic Information Systems Program Manager and setting salary range.			
(5) RECOMMENDED ACTION It is recommended that the Board approve a resolution establishing the classification and setting the salary range of Geographic Information Systems Program Manager.			
(6) FUNDING SOURCE(S) 114 Information Technology	(7) CURRENT YEAR FINANCIAL IMPACT \$22,170	(8) ANNUAL FINANCIAL IMPACT \$133,019 (\$84,744 salary+ \$48,275 benefits)	(9) BUDGETED? Yes
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation (Time Est. _____) <input type="checkbox"/> Hearing (Time Est. _____) <input type="checkbox"/> Board Business			
(11) EXECUTED DOCUMENTS <input checked="" type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A		(12) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: N/A <input type="checkbox"/> 4/5th's Vote Required <input checked="" type="checkbox"/> N/A	
(13) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(14) W-9 <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
(15) LOCATION MAP N/A	(16) BUSINESS IMPACT STATEMENT? No	(17) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A Date _____	
(18) ADMINISTRATIVE OFFICE REVIEW Emily Jackson			
(19) SUPERVISOR DISTRICT(S) All Districts			

County of San Luis Obispo



TO: Board of Supervisors

FROM: Human Resources / Tami Douglas-Schatz 781-5959

DATE: 2/7/2012

SUBJECT: Resolution approving the new classification of Geographic Information Systems Program Manager and setting salary range.

RECOMMENDATION

It is recommended that the Board approve a resolution establishing the classification and setting the salary range of Geographic Information Systems Program Manager.

DISCUSSION

At the request of the County's General Services Agency - Information Technology Department (ITD), the County's Human Resources Department (HR) developed a job specification for a new position allocated to ITD in the 2011-2012 fiscal year budget. Currently, county departments utilizing GIS data operate relatively independently of each other. The County's Geographic Information Systems (GIS) Strategic Plan determined that the County would benefit from moving to a more centralized model. The benefits identified in the study include: cost savings realized from the coordinated purchasing of software licenses and equipment, a reduction in the unnecessary duplication of GIS data across departments and a consistent user interface for the public and county staff. One of the first steps in implementing the multi-phase strategic plan is the establishment of a GIS Program Manager position.

This position will oversee the implementation of the County's GIS Strategic Plan and coordinate GIS efforts between departments. Geographic Information Systems are an integrated system of computer hardware, software and trained personnel linking topographic and demographic data that is geographically referenced. GIS data is currently used by a number of county departments including the Assessor's Office which uses GIS for parcel maps and Tax Rate Area boundaries and the Planning & Building Department which uses GIS for site plans, subdivision maps and property zoning. Many other county departments will benefit from the use of GIS data.

A recruitment to fill the position is expected to begin during the month of February 2012 with a candidate being selected by May of 2012.

The recommended salary is appropriate for the classification's level of duties, complexity, independence and decision making authority and is consistent with the County's internal salary setting methodology.

OTHER AGENCY INVOLVEMENT/IMPACT

The Civil Service Commission approved this new classification on August 3, 2011. The Administrative Office, General Services Agency - Information Technology Department and the Civil Service Commission support the establishment of this new classification.

FINANCIAL CONSIDERATIONS

The salary for this new classification is \$84,744 with benefits totaling \$48,275, for total annual cost of \$133,019. It is expected that the position will be filled in May of 2012, which will result in a cost of \$22,170 (2 months of salary and

benefits) in the current fiscal year.

RESULTS

Once appointed, the incumbent will lead the County's implementation of an integrated GIS program that will provide County staff and residents with access to timely and accurate GIS data.

ATTACHMENTS

1. Resolution to establish salary for GIS Program Manager
2. GIS Program Manager Job Specification